



## Camps Policy

### 1. DEFINITIONS:

- Camp: A camp is defined, for the purpose of this policy, as any organised and supervised school activity that requires children to venture beyond the school boundary for a minimum of one overnight stay away from home.
- Adventure Activities: Adventure activities are those that involve greater than normal risk, including but not limited to, abseiling, artificial climbing and abseiling walls, bush walking, canoeing/kayaking, cycling, horse riding, orienteering, overnight camping, rafting, recreational swimming, rock climbing, challenge ropes courses, sailing, sailboarding, scuba diving, snorkelling, surfing, water skiing and windsurfing.
- Coordinator: The teacher who is organising the camp
- Teacher In Charge: The most senior teacher who is present at the camp
- DET: Department of Education and Training

### 2. PURPOSE:

#### Camps provide students with opportunities to:-

- Experience a sense of achievement through participating in a variety of challenging and/or adventure based activities.
- Develop social and physical skills, as well as, building confidence, independence, self-esteem and teamwork.
- Cope with an environment and activities differing from that of home.
- Build skills and knowledge that may lead to lifelong involvement in worthwhile leisure pursuits.
- Foster a deeper understanding and appreciation of the natural environment.
- Promote safety in the outdoors and an awareness of survival skills.

### 3. GUIDELINES:

#### Planning and Approval Process considerations should include:

- 3.1 An expectation that all students will attend the camp planned for their class.
- 3.2 The maintenance of full records, including documentation prior to and following the camp.
- 3.3 The suitability of the environment, climatic conditions and/or venue.
- 3.4 School Council and the Department of Education and Training (DET) are responsible for approval of all adventure activities and camps.
- 3.5 School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- 3.6 School Council may set aside a budget each year that will cover the cost of replacing teachers who are involved in camps, or the costs for staff replacement can be borne by the participants.
- 3.7 Advance notice of at least one Term will be provided to parents.
- 3.8 All students must abide by the schools behavioural expectations

### **Safety, Emergency and Risk Management considerations should include:**

- 3.9 Communication strategies.
- 3.10 Assessment of camp risks.
- 3.11 Procedures in the event of an emergency.
- 3.12 Arrangements if the camp needs to be cancelled or recalled (eg. due to forecast severe weather conditions).
- 3.13 Compliance with DET notification procedures.
- 3.14 First Aid requirements.
- 3.15 Be aware that students may be more prone to accidents and injury than in a classroom or playground setting.
- 3.16 Be aware that a visit to an external provider does not absolve supervision duties of the teacher, including First Aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- 3.17 Be aware that students must be counted on and off transport and at other times on a regular basis whilst on camp.

### **Staffing and Supervision considerations should include:**

- 3.18 Sufficient staff to provide appropriate and effective supervision, as per DET guidelines.
- 3.19 Appropriate levels of supervision in view of the activities undertaken and students involved.
- 3.20 Informed consent from parents or carers.
- 3.21 Adequate up to date student and staff medical information.
- 3.22 Student preparation and behaviour.

### **Other considerations:**

- 3.23 Appropriate transportation requirements.
- 3.24 Appropriate clothing and personal equipment for all participants.
- 3.25 Appropriate to the age level of the students.

## **4. IMPLEMENTATION:**

### **Planning and Approval Process**

- 4.1 A Coordinator will be appointed, at each Grade level, at the commencement of the school year to organise the camp.
- 4.2 Students in Grade 3 and 4 will attend a three day camp, subject to availability.
- 4.3 Students in Grade 5 and 6 will attend a four or five day camp, subject to availability.
- 4.4 Prior to the commencement of any detailed planning relating to a proposed school camp, the organising teacher and other key members will meet formally with the Leadership Team, to discuss the planning summary for the proposed camp, and to seek 'in principle' support for the event. At this meeting the Coordinator and the Principal/Assistant Principal will familiarise themselves with the DET's Safety Guidelines for Outdoor Education website. They must meet formally with the Principal to present a planning summary to discuss the proposed camp and to seek 'in principle' support.
- 4.5 The Coordinator will submit an application for approval of the camp to School Council.
- 4.6 Once approved by School Council the online Notification of School Activity is to be completed and submitted at least 3 weeks prior to the camp.
- 4.7 When presenting the information to School Council, the Coordinator or Assistant

Principal, must be aware that School Council will consider the following:-

**4.7.1** What is the purpose of the camp and its connection to student learning?

**4.7.2** Do staff members attending have the competence to provide the necessary supervision of students throughout the duration of the camp?

**4.7.3** Is an appropriately trained member of staff able to provide first aid and coordinate medications distribution to students who require medication on camp?

**4.7.4** Do staff members who are not registered teachers have a Working With Children check card?

**4.7.5** Is the location of staff and students throughout the camp, including travel time, known?

**4.7.6** Is a record of telephone contacts for supervising staff accompanying the camp available?

**4.7.7** Is an up to date record of the names and family contacts for all attending students and staff available?

**4.7.8** Are copies of the parental consent and confidential medical advice forms for those students on the camp available at the school?

**4.7.9** Has a copy of the completed planning documents, including risk assessment (with all attachments) been submitted and approved?

**4.7.10** Will the online Notification of School Activity form be submitted at least 3 weeks prior to the camp.

**4.8** School Council requires detailed feedback regarding the camp, in particular, any mishaps or areas for future improvement.

**4.9** The Coordinator will organise information for parents and a camp booklet for students prior to the camp.

**4.10** Parents must provide written consent for students to be involved in adventure activities, including confirmation of current confidential medical details.

**4.11** Students will not be excluded from camps solely for financial hardship reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be invited to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.

**4.12** All families will be given sufficient time to make payments for individual camps. Students whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal, may not be eligible to attend.

**4.13** Any family who has not met the required alternative payment for a previous camp may not be able to participate in the camping program until the outstanding payment is finalised.

**4.14** While school camps are a team activity requiring cooperation and common-sense of all participants, it is the Coordinator who oversees the operations of the camp, takes charge of events/activities and makes key decisions, however, the Teacher-In-Charge accepts ultimate responsibility for the camp.

**4.15** The school will ensure that staff members have access to mobile phones as their primary source of communication at camp. In the event of no mobile phone coverage, internal communication systems will be made available.

**4.16** Seat-belted coaches MUST be written specifically on the Official Order book and verified at least five days prior to travel, as well as confirmed on the day prior to leaving.

## Medical Matters

**4.17** The school will ensure that at least one First Aid kit is taken on camp and that at least one First Aid trained staff member attends the camp to oversee First Aid matters.

**4.18** Consideration will be given to medical requirements of students participating at camps. Where the camp is likely to be strenuous or conducted in circumstances where the participation could affect the medical condition of students, a survey of medical needs will be conducted by the Coordinator, in consultation with the Principal and Assistant Principal to determine the medical needs of the students who are to attend the camp.

### Information will include:-

**4.18.1** any known medical conditions;

**4.18.2** any medications required;

**4.18.3** any allergies;

**4.18.4** any medical condition which may prevent a student from participating in a particular activity;

**4.18.5** dietary needs.

**4.19** Specific written information and instructions must be provided by parents/carers for the administration of medication along with the medications required.

**4.20** In the event of a medical emergency, accident or serious injury at camp or whilst travelling to or from camp, the Teacher-In-Charge (or supervising teacher) will call **000**, then make contact with the Principal who will advise DET Emergency Management Services (**9589 6266**) immediately. The Coordinator will contact the parent/s following the 000 call and contact with the Principal. In consultation with the Principal, the Teacher-In-Charge, will follow DET procedures in relation to reporting serious injuries and emergency management.

## Staffing and Supervision

**4.21** A ratio of 1:10 will be adhered to for all camps where adventure activities are included. The Coordinator must refer to DET guidelines relating to the particular activity, which may vary from 1:10 ratio.

**4.22** Outside agencies and people with specific expertise may be used to assist with the camp or adventure activities, whenever necessary.

**4.23** Any actions in breach of the whole School Values will result in the student being withdrawn from activities for a time deemed appropriate by the Teacher In Charge.

**4.24** Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable, unsafe or the child becomes unwell. The Teacher In Charge will make this decision in consultation with the Principal. Costs incurred will be the responsibility of the parent.

**4.25** Copies of completed "Permission" forms and signed "Confidential Medical Information" forms must be readily available to staff on camp at all times.

**4.26** Information will be provided to parents of non-English speaking families, where appropriate, in a manner that allows them to provide an informed consent to their children attending camp.

**4.27** The school will continue to provide the opportunity for teachers to update their First Aid skills, including Asthma and Anaphylaxis training, in order to maximise student safety at all times.

**4.28** Arrangements will be made for students not attending to continue with their normal program under the supervision of another teacher.

**4.29** If the return time from camp is delayed, the Coordinator will contact the school to inform the Principal of the new arrival time so that parents can be contacted, if necessary.

**4.30** All other East Benteigh policies will be adhered to, where appropriate.

## **5. EVALUATION:**

**5.1** Proformas for camps will be reviewed and updated annually.

**5.2** The school will keep abreast of any new guidelines provided to schools from DET.

## **6. REVIEW:**

**6.1** This policy will be reviewed every three years in line with the school's review processes.

**This Policy was ratified by School Council in ....**

**August 2015**